



# Enrolment and Booking Guide



**Out of School  
Hours Care**

*Rymble Ladies' College*

# Welcome to Pymble OSHC

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## AFTER SCHOOL CARE

**When:** 2.45pm to 6.30pm, Monday to Friday. Afternoon tea provided.

**Cost:** \$43

## YEAR 3 TO 6 PRE-CO-CURRICULAR CARE (PCC)

**When:** 3.00pm to 4.15pm, Monday to Friday. Afternoon tea provided. Please note that this is exclusively for girls in Years 3 to 6 who are attending co-curricular activities.

**Cost:** \$14

## SENIOR SISTER

**When:** 2.45pm to 3.30pm

Senior Sister bookings are submitted when you require routine or casual care for your daughter whilst your daughter waits, after school until 3.30pm, for a 'senior sister' to collect your daughter. This is a free service and afternoon tea is not provided. Please feel free to pack an additional snack. If your daughter is collected after 3.30pm or collected by someone other than the 'senior sister' the full charge for an afternoon session will be applied.

## HOLIDAY PROGRAM

**When:** 7.30pm to 6.00pm. Check website for holiday program dates.

**Cost:** \$100 (base rate) + additional surcharge for programmed activities.

Payments for OSHC Care will be directly debited every two weeks in arrears. The transaction fees are detailed in the Direct Debit agreement form available on Kidsoft. Please refrain from making any additional payments in Kidsoft as this may lead to doubling up of payments due to the automated payment system. We will contact families if any additional payments are required.

## LATE BOOKING FEE

Families will be charged \$5 for bookings that are made within 24 hours of After School Care session time.

## LATE COLLECTION FEE

Families will be charged \$20.00 per minute per child after the centre's closing time.

## CANCELLATION

A notice period of one week is required when cancelling routine bookings, and 12 hours for casual bookings in Kidsoft. Senior Sister bookings can be modified up to one hour before attendance. Charges are applied regardless of attendance if the one-week notice period has not been provided.

## NON-ATTENDANCE FEE

A fee of \$20 will be charged to your Kidsoft account if an SMS message or phone call from the centre is required to confirm your child's absence from their scheduled After School Care session. Notification of absence via iParent Portal or Kidsoft App. It is a parent or carer's duty

of care to notify the OSHC Centre of any absences, even if your child is on school camp, an excursion or any other school or non-school activity. The OSHC Centre cannot assume your child will not be attending due to a school activity.

For more information please visit: [pymblelc.nsw.edu.au/pymblelc-oshc](http://pymblelc.nsw.edu.au/pymblelc-oshc)

# How to enrol

## 1. CREATE A KIDSOFT ACCOUNT

**Click on the link →** [parent-portal.kidsoft.com.au/create-account/pymbleladiescollege](http://parent-portal.kidsoft.com.au/create-account/pymbleladiescollege)

Please note if you are eligible for the Childcare Subsidy the parent or guardian registering for Kidsoft must be the parent linked to the child with Centrelink otherwise the Childcare Subsidy will not be applied.

- a. Please complete every question on the enrolment form in order to register your into OSHC. You must include one emergency contact other than Parent 1 or Parent 2.
- b. An immunisation record is required. Instructions to download this can be found here: [servicesaustralia.gov.au/how-to-get-immunisation-history-statement?context=22436](http://servicesaustralia.gov.au/how-to-get-immunisation-history-statement?context=22436)
- c. Acknowledge the terms and conditions and press submit. Once the form has been completed correctly you will receive an email confirming enrolment within 24 to 72 hours.

## 2. COMPLETE OSHC CO-CURRICULAR AND EVENT NOTIFICATION FORM

**Click on the link →** [pymblelc.nsw.edu.au/pymblelc-oshc/oshc-co-curricular-notification-form](http://pymblelc.nsw.edu.au/pymblelc-oshc/oshc-co-curricular-notification-form)

The OSHC co-curricular notification form keeps the OSHC Centre up to date with your child's co-curricular activities or event. This is a requirement for both routine and casual OSHC bookings.

The form gives permission for your Kindergarten to Year 2 child to be accompanied to and from an afternoon activity, or your Year 3 to 6 child to walk independently to her activity on campus. Your child will ONLY be signed out from the OSHC Centre to attend a co-curricular lesson if we have this form completed by a parent or carer.

### PARENT PORTAL TIP SHEET FOR GUARDIANS

<https://www.pymblelc.nsw.edu.au/wp-content/uploads/2017/06/Parent-Portal-Tip-Sheet-for-Guardians-1.pdf>



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**[pymblelc.nsw.edu.au/pymblelc-oshc](https://pymblelc.nsw.edu.au/pymblelc-oshc)**

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